



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

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Name of Individual Certifying this Document/Proposed Document

ADMINISTRATOR, DIVISION OF COMMUNITY CORRECTIONS

Title



[Handwritten Signature]

Signature

6/25/19

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (6/2019)

 <p style="text-align: center;">WISCONSIN DEPARTMENT OF CORRECTIONS Division of Community Corrections DOC-1356 (Rev. 12/2009) Administrative Directive # 15-22 Replaces AD 12-05</p>	EFFECTIVE DATE November 30, 2015	PAGE NUMBER 1 of 3
	MANUAL REFERENCE ECRM	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision
	ORIGINATED BY ADMINISTRATOR'S OFFICE Denise Symdon 	
DISSEMINATION <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Supervisory Staff Only	PRIORITY <input checked="" type="checkbox"/> Policy/Directive <input type="checkbox"/> Information Discuss at Staff Meeting Read/Route/Post	
SUBJECT: Principles of Subject Control (POSC)/Intervention Options - Training Standards		

Reference(s):

Wisconsin Administrative Code 328.18, 328.19 and 328.20

Policy Statement:

This policy provides guidance and direction to Division of Community Corrections (DCC) employees in the use of Principles of Subject Control (POSC)/Intervention Options, including any modifications or supplemental material, when supervising offenders in the community to ensure staff's safety and security and to maintain a safe working environment in the office and field. To best ensure that POSC/Intervention Options are used correctly, training standards were developed to:

- Identify training requirements for new and existing Probation & Parole Agents, Corrections Field Supervisors and Correctional Officers-3 (Transport Sergeants). The requirements may apply to Office Operations Associates and Program Support Supervisors who assist with offender transports per operational needs.
 - Student interns are prohibited from participating in POSC training because they cannot perform the legal responsibilities of a Probation & Parole Agent and these activities may compromise their health and safety.
- Identify and measure competencies needed by staff to effectively and safely employ POSC/Intervention Option techniques to provide levels of control consistent with the risks posed by the offender.
- Minimize liability exposure by proactively maximizing the level of agency professionalism in an effort to reduce, or eliminate, the root causes of liability.

Definitions, Acronyms:

ABT: Agent Basic Training

Annual Update Training: One day POSC training for the purpose of maintaining competency which is offered on an annual basis throughout the regions

Competency: An ability to do something measured against a standard

Intervention Options: Trained techniques to provide staff with a broad range of possible responses to conflict or crisis intervention

OC: Oleoresin Capsicum Aerosol Spray

Principles of Subject Control: A system of verbalization skills coupled with physical alternatives

Procedure:

Training

A certified Staff Development Specialist at the Corrections Training Center (CTC) and DCC POSC Instructors will provide training.

Training will include, but is not limited to, a review of applicable Electronic Case Reference Manual sections, DCC Use of Force Review AD, DCC Use of OC Aerosol Spray AD, DCC Transports AD, professional communication, Principles of Subject Control and grab/release techniques.

DCC will identify and train selected individuals who will be responsible for assisting the POSC Staff Development Specialist to train staff. The DCC POSC Instructors will attend an annual POSC conference and will be expected to assist in DCC POSC annual trainings and ABT, as needed. DCC POSC Instructors will maintain first aid/CPR certification and OC exposure certification.

Training Requirement

All Probation & Parole Agents, Corrections Field Supervisors, and Correctional Officer-3 (Transport Sergeants) must:

- Complete the full DCC POSC training offered at ABT or have attended annual POSC updates in 2011, 2012, 2013, 2014, and 2015. If training in one or more of those years was not completed for any reason, the employee is required to attend the full DCC POSC training at ABT.
- Complete DCC POSC training each calendar year.
- Meet POSC competency standards annually.

Program Support Supervisors and Office Operations Associates may assist with offender transports if they meet the training standards outlined above and:

- Volunteer for the assignment, and
- Have supervisory approval.

If a newly hired Probation and Parole Agent, Corrections Field Supervisor, or Correctional Officer-3 (Transport Sergeant) has previously completed the DCC POSC training requirements as outlined above, the employee may be excused from repeating the full DCC POSC training at ABT with supervisory approval. The DCC POSC annual update training is still required.

Competency Standards

Competency assessments will occur on an annual basis. Competencies will be identified based on curriculum and performance objectives identified annually by the Certified Staff Development Specialist at the CTC and the POSC training standards. Competency will be measured on a continuum throughout the employment of an individual. This continuum will include initial competencies during the ABT course and ongoing annual training and competency assessments.

Methods of Measuring Competency

- Written test
 - First responders philosophy
 - Disturbance resolution model
 - Approach considerations
 - Intervention options
 - Follow through considerations
- Completion of case-study
 - View a video of a case study at beginning of training
 - List: cause/function of offender's behavior, what the employee did wrong, what the employee would do in the same situation to reduce risk, ways to promote protection and preserve self-esteem
 - After training, review the same case-study
 - List: cause/function of offender's behavior, what the employee did wrong, what the employee would do in the same situation to reduce risk, ways to promote protection and preserve self-esteem
 - Evaluate skills learned in training
- Return demonstration of psychomotor skills covered
 - Employee must be able to explain and demonstrate skill with proficiency
- Completion of oleoresin capsaicin (OC) aerosol spray training
 - One-time exposure through the Department of Corrections
 - Annual recertification training

Failure to Meet Competency Standards – New Hire

If a new hire participates in POSC/Intervention Options training during ABT but does not meet competency requirements, the employee will be given two opportunities to work individually with a DCC certified POSC instructor prior to the end of ABT in an effort to meet competency requirements.

If a new hire does not meet competency requirements after the second individual tutoring session, the trainee will be determined to be unfit for duty and terminated or returned to the last place of employment, if possible, per appropriate HR policies.

If a new hire reports for ABT and is unfit for duty or becomes unfit for duty prior to the scheduled start of POSC/Intervention Options training, notice will be provided to the DCC Administrator for further review.

Failure to Meet Competency Standards – Existing Employee

If an existing employee participates in an annual POSC/Intervention Options training and does not meet competency requirements, the employee may be allowed to repeat the training up to two times, if available, before the end of the current calendar year in an effort to meet competency requirements.

If an existing employee still does not meet competency requirements, the employee will be scheduled, at the discretion of the employer, for a six hour individual tutoring session with a certified DCC POSC instructor in an effort to bring the employee up to the mandated competency requirements.

If an existing employee still does not meet competency requirements after the individual tutoring session with a DCC POSC instructor or if annual update training was not completed within the calendar year for any reason, notice will be provided to the DCC Administrator for further review.

If an existing employee is unable to complete POSC training, notice will be provided to the DCC Administrator for further review.